



**State of Arizona
Department of Insurance**

Life & Health Division
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Life and Health Administrator

Checklist for

RENEWAL Application

<input type="checkbox"/>	Due Date	March 1; may send any time after January 1
<input type="checkbox"/>	Form 111	Financial information (<i>see below</i>)
<input type="checkbox"/>	Verify Bond	Must be 10% of Arizona insured funds handled (<i>see below</i>)
<input type="checkbox"/>	List Agreements	List of executed agreements with insurers authorized to do business in Arizona; please include NAIC number of insurer
<input type="checkbox"/>	Officers & Directors	Current list of all Officers and Directors
<input type="checkbox"/>	\$195.00 fee	Payable to Arizona Department of Insurance
<input type="checkbox"/>	Late fees	If submitted after March 1, see below for late fee calculation

FORM 111 – FINANCIAL INFORMATION

- Arizona Revised Statute § 20-485.12(B)(1)(b) prohibits the submission of consolidated income statements or balance sheets.
- Two notarized signatures are required.
- Do not leave Section G blank. If zero, enter zero.
- If Form 111 documents an insolvency or other concerns, please include a letter of comment or explanation.

VERIFY BOND INFORMATION

- Arizona Revised Statute § 20-485.10 requires a bond to be at 10% of the Arizona insured funds handled by a TPA in the most recent calendar year.
- Arizona insured funds handled is reported annually at Section G in Form 111 (financial information). This amount should only include funds for Arizona insureds - do not include funds from self-insured employer benefit plans or from plans from insurers not licensed in Arizona, covering non-Arizona residents.
- Check your current bond amount against 10% of the amount reported under Section G.
- Raise (or lower) your bond with a rider. Send the original rider and power of attorney to the Department. Do not send copies.

LATE FEES

- There is no statutory provision for the Department to grant waivers or extensions on renewal filings.
- Arizona Revised Statute § 20-485.12(E) requires the Department to accept a late renewal if it includes a late fee.
- The late fee begins the first day the filing is late – March 2, and includes all calendar days up to and including the date of receipt/delivery at the Department.
- Contact the Department to verify an occurrence number. The following fee structure will then apply:

1 st occurrence:	\$10.00 per day
2 nd occurrence:	\$15.00 per day
3+ occurrences:	\$25.00 per day

You can verify your registration status any time at: <https://az.gov/app/doilookup/InsurerSearch>
(You can search by name or CoCode, and print a copy of the status)

Always be sure to check our website (search “tpa” from the main page) at www.azinsurance.gov prior to submitting forms or otherwise contacting the Department, as we will continue to update the available TPA forms and instructions.